Paddock Jennie
Solutions consulting

STATEMENT OF WORK FOR MODIFICATION OF EXISTING DATABASES OR CREATION OF NEW DATABASES FOR USE BY THE CNWRA

The subcontractor will pursue the continued customization of Microsoft's Access software using Microsoft's Visual Basic, a programming language for developing graphical user interface (GUI) capability, to accommodate various CNWRA requirements. In addition to creation of a new database, continued modification of existing databases will include changes to the CNWRA Electronic Library Function (ELF), Commitment Control Log (CCL), Scheduling Database (SD), Bibliography Tracking/Searching Database (BTSD), and Résumé Tracking Database (RTD). Moreover, the subcontractor will provide the documentation for the customization of the existing databases as well as any new databases that may be created, using the Visual Basic GUI, during the term of this subcontract.

Before executing a modification to any existing database or the creation of a new database, the subcontractor will confer with cognizant CNWRA staff to decide on the nature and scope of the work associated with the modification or creation of such databases. Subsequently, the subcontractor will provide a proposal defining the work and associated cost. Prior to initiating any work, the subcontractor will secure the approval, in writing, for the conduct of such work from the CNWRA Director of Administration.

The subcontractor will invoice the CNWRA monthly for work performed during that month, and will include a detailed description of the work accomplished during that month. Modification of this Statement of Work will be made only after agreement between the subcontractor and cognizant CNWRA staff.

December 2, 2003

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